

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

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| TOPIC: Contract Administration 4.7 | EFFECTIVE DATE: 9/16/94 |
| TITLE: Lengthening Contracts | REVISION DATE: |
| AUTHORIZED BY: Cheryl Thompson, Assistant Director | PAGE 1 OF 2 |

BACKGROUND

This bulletin allows aids contract addenda (unilateral or bilateral) that lengthen aids contracts by changing the end date of the contract and increasing the amount.

Contracts may need to be lengthened under the following circumstances:

1. When the funding agency lengthens a grant to DHSS and the contracting division lengthens the contract to subgrantees accordingly;
2. When the Department contracts with high risk agencies and chooses to limit the contract period in order to reduce risk or assure satisfactory contract performance.

Procedures for increasing the dollar amount of a contract through unilateral contract supplements (and the limitations of unilateral contracts) may be found in **CONTRACT ADMINISTRATION 2.1**.

POLICY

The end date of an aids contract may be changed in order to allow lengthening of a contract period **and** additional funding may be provided in the contract addendum provided all funding is available for the new contract period and can be used for the purposes intended.

PROCEDURES

1. The BFS CARS Unit has developed interim procedures to lengthen aids contracts. Currently, the CARS automated system does not allow the end date of a contract to be changed. While the system is redesigned, interim methods will be used by the CARS Unit to change contract period end dates.
2. Properly executed and signed contracts extending the length of a contract will be processed by the BFS CARS Unit upon approval through the pre-contract review process.

3. BFS Program and Federal Accounting Section will review carefully to assure that funds are available and appropriate to the entire period of the extended contract.

REFERENCE

CONTRACT ADMINISTRATION 2.1 (Contract Supplements)

CONTACT PERSON

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